



**Topeka Metro
Board of Director's Minutes
February 21, 2022**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Jim Ogle	Topeka Metro	Absent
Rodd Miller	Topeka Metro	Present
Jim Daniel	Topeka Metro	By Zoom
Beverly Hall	Topeka Metro	By Zoom
Scott Tummons, Vice-Chair	Topeka Metro	Present
Dr. Alan Bearman, Chair	Topeka Metro	Absent
Joseph Ledbetter	Topeka Metro	Present

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present
Denise Ensley COO	Topeka Metro	Present
John Cassidy, General Counsel	Topeka Metro	Present by Zoom
Andy Fry, Director of Planning	Topeka Metro	Present by Zoom
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present by Zoom
Jared Culbertson, Director of Information Technology	Topeka Metro	Present by Zoom
Terri Miller, Director of Human Resources	Topeka Metro	Absent
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present by Zoom
Richard Appelhanz, CFO	Topeka Metro	Present
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Mr. Scott Tummons, called the meeting to order at 4:00 pm.		Scott Tummons
Minutes 01.18.2022 Minutes 01.28.2022	Minutes from the January 18 and January 28, 2022, Board meeting were submitted for approval.	Motion: Jim Daniel moved, and Rodd Miller seconded to accept the minutes, as presented. The motion was unanimously approved 5-0.	Scott Tummons
Public Meeting	No public in attendance.		Scott Tummons
Finance Committee Report	The Finance Committee Report as of January 31, 2022, was reviewed and reported ahead of budget.	Motion: Rodd Miller moved, and Joseph Ledbetter seconded to accept the Finance Committee Report as presented. The motion was unanimously approved 5-0.	Scott Tummons
Departmental Reports Planning/Ridership Operations Maintenance Additions to Finance Report	Accepted report as presented. The fixed route/full fare is nearly 80% of 2019; reduced fare is approximately 1/3 of January riders. Due to weather and closings, paratransit was down in January. Accepted report as presented. Accepted report as presented. Alan did report difficulty keeping shelters cleared of ice and snow after City blades plowed the area. The Chief Financial Officer Resolution will be provided to Chair, Dr. Bearman, for signature to delegate Richard Appelhanz authority to execute FTA grants.	 Motion: Rodd Miller moved, and Joseph Ledbetter seconded to approve the Chief Financial Officer Resolution	Andy Fry Denise Ensley Alan Parrish Scott Tummons

<p>Insurance Broker RFB</p>	<p>The Insurance Broker RFB consists of a 5-year term. IMA has provided Topeka Metro services for the past 8 years. IMA was the only candidate to submit a proposal.</p>	<p>which will delegate authority to Richard Appelhanz, as CFO, to execute FTA grants. The motion was unanimously approved 5-0.</p> <p>Motion: Rodd Miller moved, and Joseph Ledbetter seconded to approve the insurance broker RFB to IMA for a term of five years. The motion was unanimously approved 5-0.</p>	<p>Scott Tummons</p>
<p>Action Items Bus Route Services</p>	<p>Discussion about extending the existing Flex Route into the Hi-Crest neighborhood occurred. Suggestions and recommendations on how to communicate this to the area was discussed.</p> <p>Rodd Miller recommended that staff investigate and acquire technology to use in the implementation of micro transit discussion followed along with a suggestion to incorporate additional elements in the technology.</p> <p>Rodd Miller recommended, with discussion following, to run Oakland south route to QSS to transfer. This would be in an effort to combine Indiana and Oakland routes, a ‘thru-route service’. A public meeting would be required.</p>	<p>Motion: Rodd Miller moved, and Jim Daniel seconded the motion to extend the existing Flex Route into the Hi-Crest neighborhood. The motion was unanimously approved 5-0.</p> <p>Motion: Rodd Miller moved, and Jim Daniel seconded to explore applications and/or technology in the future implementation of micro transit. The motion was unanimously approved 5-0.</p> <p>Motion: Rodd Miller moved, and Joe Ledbetter seconded to implement AECOM recommendations of combining the Indiana and Oakland Routes, subject to</p>	<p>Scott Tummons</p> <p>Scott Tummons</p> <p>Scott Tummons</p>

Continuing Business	Board terms will be discussed at a later date.	public meetings nearing August. The motion was unanimously approved 5-0.	Scott Tummons
New Business	Joseph Ledbetter inquired about the impact of tobacco use on health insurance premiums and the practicality of providing a smoke-free environment to include employees and passengers.	Motion: Joseph Ledbetter moved, and Rodd Miller seconded to investigate no smoking on all Topeka Metro property and its effect on personnel. The motion passed unanimously 5-0.	Scott Tummons
Executive Session	N/A		
Adjourn	The meeting was adjourned at 4:30 pm		Scott Tummons

Respectfully Submitted,

Brenda Wilson, Board Secretary